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VIRDEN  
PUBLIC  
SCHOOLS. \_\_\_\_\_



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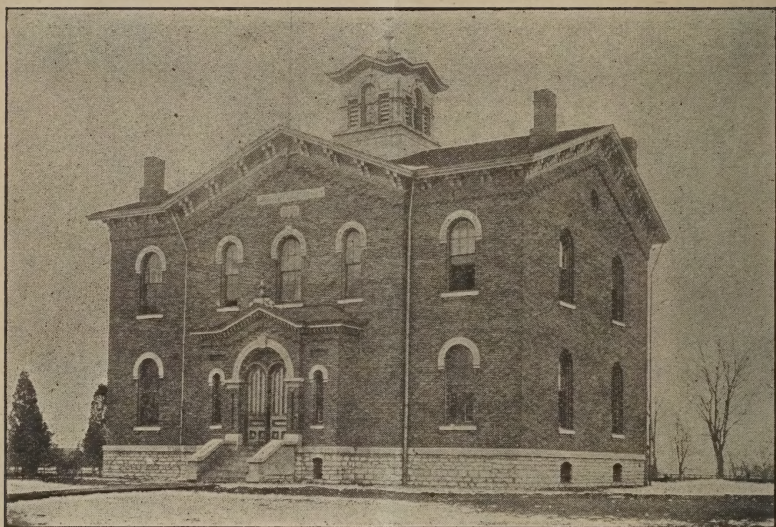
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Compliments of

E.A. Mac Millan,

Superintendent City Schools.



VIRDEN HIGH SCHOOL.

CATALOGUE

RULES AND REGULATIONS

AND

COURSE OF STUDY

OF THE

PUBLIC SCHOOLS

OF

VIRDEN, ILLINOIS.

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*Adopted by the Board of Education July 19, 1895.*

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VIRDEN, ILL. :  
VIRDEN RECORD PRESS.  
1895.

## BOARD OF EDUCATION.

J.N.Hairgrove, President	1898
W.Kirkpatrick, Clerk	1899
R.F.Morrow,	1899
H.M.Lumsden,	1898
Geo.H.Hill,	1898
T.B.Toney,	1900
J.C.Blee,	1900

## STANDING COMMITTEES 1895-'96.

*Building and Grounds*—Dan Vail and J. N. Ross.

*Finance*—Geo. H. Hill and Dan Vail.

*Education*—H. C. Simons and J. N. Hairgrove.

*Purchasing*—H. M. Lumsden and Geo. H. Hill.

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\*Elected Annually.

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TEACHERS.

HIGH SCHOOL FACULTY.  
1897-'98.

E.A. MacMillan,.....Superintendent  
Instructor in Mathematics.  
C.M. Brennen,.....Principal High School  
Instructor in the Sciences.  
A. Maria Lloyd,.....Assistant  
Instructor in Literature,  
Language and  
Latin.

.....SIXTH GRADE.  
C. M. BRENNEN,.....Fifth Grade.  
EMMA SIMONS,.....Fourth Grade.  
ANNA WYATT,.....Third Grade.  
CLARA SANDERS,.....Second Grade.  
E. ORA COWDREY,.....First Grade.  
WILBERTA BLEE,.....Primary.

HIGH SCHOOL FACULTY.

1897-'98.

Macmillan, ..... Superintendent.  
Instructor in Mathematics.  
Fennell, ..... Principal High School.  
Instructor in the Sciences.  
Mrs. Lloyd, ..... Assistant.  
Instructor in Literature.  
Language and  
Latin.

# TEACHERS.

FOR 1895-'96.

<i>E. A. Mac Millan</i>	
<del>F. E. KENNEDY,</del>	Principal.
ALFRED E. EWINGTON,	High School.
A. MARIA LLOYD,	Eighth Grade.
CARRIE E. SILLOWAY,	Seventh Grade.
MARTHA A. ALLEN,	Sixth Grade.
C. M. BRENNEN,	Fifth Grade.
EMMA SIMONS,	Fourth Grade.
ANNA WYATT,	Third Grade.
CLARA SANDERS,	Second Grade.
E. ORA COWDREY,	First Grade.
WILBERTA BLEE,	Primary.

## STATISTICAL REPORT.

FOR 1894-95.

Males under 21 years of age.....	503
Females under 21 years of age.....	494
Total.....	997
Males between 6 and 21 years of age.....	383
Females between 6 and 21 years of age.....	349
Total.....	732
Pupils enrolled for 1894-'95, 548.	

## ANNOUNCEMENTS.

Virden has three Public School buildings, furnishing ample accommodations for all patrons. The High School building stands on a beautiful and spacious site in the Southeastern part of the city, and is a handsome and most substantial structure, heated by most modern steam heating appliance.

The teaching force is ample for securing thorough instruction in all the branches taught.

Non-resident pupils can secure good board in private families at reasonable rates.

The next term will begin on the first Monday in September.

Examinations for admission on Friday previous to beginning of school year.

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CALENDAR.

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1895.

*Friday, August 30*—Entrance examinations.

*Monday, September 2*—Schools opens.

*Thursday and Friday, November 28 and 29*—Thanksgiving vacation.

*Tuesday, December 24*—Close for holidays.

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1896.

*Thursday, January 2*—Work resumed.

*Thursday, Jan. 9*—First term closes.

*Friday, Jan. 10*—Second term begins.

*Wednesday, February 12*—Lincoln's birthday celebrated.

*Tuesday and Wednesday, April 21-22*—Senior examinations.

*Thursday, April 23*—Conferring of first and 'second honors on class of '96.

*Friday and Saturday, April 24-25*—Display of school work.

*Sunday, May 3*—Baccalaureate sermon.

*Tuesday, " 5*—Junior exhibition.

*Wednesday, " 6*—Class-day exercises.

*Thursday, " 7*—Commencement.

## A WORD TO PARENTS.

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Good schools can result only when teachers, parents, and school officers work in hearty sympathy with one another. Each has his part and his place. Parents, by exerting a proper home influence in favor of teachers and school management, can very materially aid the success of the school and the advancement of their children. It is even their duty, and should be so regarded by them.

*Parents should send their children to school promptly on the morning of the first day*, thus giving them a fair start with their classmates. Children naturally dislike to enter school when the work has begun and their comrades have been progressing every day. There are always questions they can not answer which the others can.

*Parents should send their children to school every day.* When the school term begins, its attendance becomes a business with them, and must be attended to regularly if success is attained. Business principles should govern all the affairs of life. Parents have no right to detain their children from school a single day.

*Parents should not give their children excuses to leave school in any session.* It indicates that school attendance, with them, is a matter of secondary importance, and their children soon learn to regard it so. Once in the school room, the pupil belongs there until dismissed at the close of the session. Children should not be taught otherwise.

*Parents should not ask for their children's promotion until they are capable of carrying the studies of a higher grade, or have completed the full work of their present grade.* Six or eight weeks' drill in summer can not do for children the work of eight months. Justice to others demands that one child do as much as another to receive promotion.

*Parents should provide their children with proper books, a slate or tablet, a long slate or lead pencil, and a ruler.* Children without proper equipment become listless, careless, and indifferent. Lack of interest on the part of parents is contagious. Parents should do their part in keeping children interested in the school work.

*Parents should require their children to take the full course of study in every room.* The school curriculum has been made a matter of earnest and thoughtful study by eminent educators, and although parents may differ from them as to the utility of certain branches, prejudices should be set aside and the children given the benefit of all that the school course contains. Such things should be left to the judgment of men of wider experience.

Parents should remember that the school is for their children. The better the school, the more benefit derived from it by their children. Each parent should therefore strive in every honorable way to uphold the work of the teacher and to upbuild the educational sentiment of the community. Thus only can good schools result.

## RULES OF THE BOARD.

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I. On Monday evening following the annual school election, the Board of Education shall meet and organize by electing a secretary, and by the appointment, by the President, of the following Standing Committees, viz:

1. Committee of two members on Buildings and Grounds.
2. Committee of two members on Finance.
3. Committee of two members and the Principal on Education.
4. Committee of two members on Purchasing.

II. The Board of Education shall hold regular monthly meetings on the first Friday of each month, and such special meetings as may seem necessary.

III. Special meetings may be called at any time by the President, or by any two members of the Board. The time of meeting shall be at 7:30 p. m. Four members and the President shall constitute a quorum for the transaction of business.

IV. The order of business shall be as follows:

1. Roll Call.
2. Reading the minutes.
3. Reports of Standing Committees.
4. Reports of Special Committees.
5. Report of Principal.
6. Unfinished Business.
7. New Business.

## RULES OF STANDING COMMITTEES.

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V. 1. It shall be the duty of the Committee on Buildings and Grounds:

*a.* To take charge of the buildings and grounds and to superintend the erection of new buildings and changes and repairs.

*b.* To examine, not later than the June meeting of each year, and as often as necessary, into the condition of the buildings and report to the Board as soon thereafter as possible, what fixtures, repairs and alterations are necessary.

*c.* To direct the janitors in their work and to recommend supplies for their use.

2. It shall be the duty of the Committee on Finance:

*a.* To ascertain and report to the Board at the meeting in July, the amount of money required for school purposes for the ensuing year.

*b.* To keep the Board informed of the condition of the school funds.

*c.* To examine, audit and report all bills at the regular meeting of the Board.

3. It shall be the duty of the Committee on Education:

*a.* To examine the applications of teachers and report to the Board the names of those whom they deem qualified for their respective positions.

*b.* To recommend such changes in the course of study and rules as may seem necessary.

*c.* To examine text books and apparatus proposed for introduction into the schools.

*d.* To visit the schools from time to time and to note any defects in instruction or government and to aid in making the work of the schools as efficient as possible.

4. It shall be the duty of the Purchasing Committee:
    - a. To purchase all supplies of stationery, apparatus, etc., to be used in the schools.
    - b. To procure books, etc., for indigent children.
    - c. To make a report at every regular monthly meeting of purchases.
    - d. To make estimates on fuel.
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### GENERAL RULES.

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VI. The School Buildings shall be used for no other purpose than that of the accommodation of the public schools, except by permission of Committee on Buildings.

VII. In the two west buildings the morning session shall begin at 9 o'clock and close at 12, with a short recess at 10:30, and the afternoon session shall begin at 1:15 and close at 4 o'clock, with a short recess at 2:30. The pupils of the primary and first grades may be dismissed at 11:30 a. m. and 3:30 p. m. The grades of the High School building shall convene at 9 o'clock a. m. and close at 11:45, and the afternoon session at 1:45 and close at 4 o'clock.

VIII. The High School bell shall be rung at 30 minutes and 5 minutes before the time of opening, both morning and afternoon.

IX. All instructions of the Board to both teachers and pupils shall be communicated through the Principal.

X. All complaints against teachers and pupils shall be communicated to the Principal, and any appeal from his decision must be in writing, signed by the party appealing, to the Committee on Education.

XI. Non-resident pupils are required to present to the Principal, on entering school, a receipt for the tuition of

that semi-annual term, signed by the Clerk of the Board. The rate of tuition in the High School and all rooms in east side brick building is twenty dollars per year; for any shorter term, at the rate of two and one-half dollars per month; in the lower grades fourteen dollars per year, or one dollar and seventy-five cents per month. Bills of tuition must invariably be paid in advance. If the pupil is unable to attend the full time, a proportionate part of his tuition will be refunded.

XII. The President and Secretary are authorized to issue the regular monthly pay roll on the filing of the schedules.

XIII. The rules may be suspended, or amended, by a majority vote at any regular meeting.

XIV. The school year shall begin on the first Monday of September and continue in session eight months.

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## DUTIES OF OFFICERS.

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### PRESIDENT.

XV. It shall be the duty of the President:

1. To preside at the meetings of the Board.
2. To appoint all committees.
3. To see that the business of the Board is transacted in a legal and parliamentary manner.
4. To sign all documents and orders on behalf of the Board and to perform such other duties as are set forth by the school law of the state. In his absence his duties shall devolve upon a president elected *pro tem*.

## SECRETARY.

XVI. 1. To keep a record of the proceedings of the Board.

2. To make out and countersign all orders of the Board drawn on the treasurer.

3. To keep a book showing the financial resources and expenditures of the Board and to make a report to the Board of the same when required.

4. To preserve all documents and valuable papers belonging to the Board. To furnish the county superintendent all reports required by law. To have posted the annual election notices and to attend to the correspondence of the Board. He shall receive a salary fixed in advance.

## PRINCIPAL.

XVII. It shall be the duty of the Principal:

1. To enforce the rules and regulations made by the Board of Education.

2. To acquaint himself with the interests of popular education, familiarize himself with the principles of teaching and with methods of organization, discipline and instruction, that the management of the public schools may be in harmony with the best educational thought.

3. To superintend the grading and classification in the several departments.

4. To direct the modes of discipline and instruction, and to see that the course of study adopted by the Board is followed.

5. To maintain a uniform system of text-books, school records and reports.

6. To visit each department as frequently as his duties will permit; to observe the teaching and discipline, and to make such suggestions to the teachers as he shall deem best calculated to increase their efficiency.

7. To report to the Board the efficiency of each teacher as often as may be required.

8. To supply teachers, subject to approval of Committee on Education, in place of those who may be detained from school.

9. To make monthly written reports of the condition of the schools to the Board, and to recommend such changes as seems to him for the best interests of the schools.

10. To prepare annually a report containing such facts and statistics in reference to the schools as may seem of interest to the community.

11. To hear all complaints of patrons, pupils or teachers, to investigate the same at once, and to see that justice is administered throughout the schools.

12. To call meetings of the teachers for the purpose of mutual consultation, and to so conduct these meetings that they may be the means of uniting the teachers in sympathy and action, and of fostering educational spirit and growth.

13. He shall attend the meetings of the Board of Education, shall present any measure that may concern the interests of the schools, and shall have all the privileges of membership in the Board, except voting.

14. He shall have authority to suspend pupils from the schools when judicious means have failed to secure compliance with the requirements of good discipline or the rules—and shall give notice to the parents or guardians and also to the Committee on Education of such suspension.

15. He shall have discretionary power where there are no rules for his guidance.

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## TEACHERS AND THEIR DUTIES.

XVIII. It shall be the duty of Teachers:

1. To enforce all rules and regulations of the Board relating to their several departments.

2. To work in harmony with one another and the Principal and to follow his directions in regard to course of study.

3. To be in their respective school rooms fifteen minutes before the time of opening school.

4. To devote themselves faithfully to their duties while in the school buildings, giving careful attention to the health and comfort of the pupils.

5. To exercise careful supervision over their pupils during recess, allowing no loud communications in the halls or on the stairways.

6. To exercise watchful care over the morals, habits and deportment of their pupils.

7. To maintain, at all times, a firm and judicious discipline in their respective rooms, and to require strict conformity to the duty of the pupil.

8. To plan and prepare carefully the lessons of each day, that no time be wasted.

9. To attend all teachers' meetings appointed by the Principal, unless unavoidably detained.

10. To keep their registers and class records in prescribed forms, and to return them to the Principal at the close of the school year.

11. To send the report of each pupil to the parents at the end of each month indicating the standing in attendance, punctuality, scholarship and deportment.

12. To notify the parents in all cases when the absence of their children has accumulated to four half days in any four consecutive weeks, that parents may co-operate with teachers in securing regular attendance.

13. To make such report to the Principal as he may require.

14. To read to their pupils, from time to time, such of the regulations as apply to them.

15. No teacher shall read, or permit to be read, any advertisement, or permit any advertisement to be distributed in school or upon the school premises. No agent shall be permitted to announce any public entertainment.

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## DUTY OF PUPILS.

XIX. Pupils shall conform to the following rules :

1. To avoid all sports and games as shall endanger themselves in any way, or the property of the school or other property, public or private.

2. To refrain from profane or unchaste language and other forms of improper conduct about the school premises.

3. Any pupil who shall, in any way, destroy or injure any school property, shall be charged with the full value of the same, and shall be suspended till the same is paid.

4. Pupils must be regular and punctual in attendance, diligent in study, respectful to teachers and kind and obliging to schoolmates, and cleanly in person and apparel.

5. No pupil affected with a contagious disease or coming from a family where such disease exists shall be allowed to attend school until all danger therefrom has passed, as certified to by a physician.

6. Pupils shall present, for every absence or tardiness, an excuse in writing from the parent or guardian.

7. Pupils must not leave the school grounds nor go into any school room except their own, without permission of their teacher.

8. Pupils who have fallen behind in their classes may be placed in a class below.

9. Pupils who shall be absent from school six half days in any school month, or from any stated examination, without satisfactory excuse, shall be suspended from school.

10. All pupils are required to participate in the rhetorical exercises under existing rules. Provided, that pupils having permanent disabilities of the vocal organs shall only be required to take such part in said exercises as their disabilities will permit.

11. When the example of any pupil is injurious, it shall be the duty of the teacher to notify the Principal, who may, in his discretion, suspend such pupil; and in extreme cases the Board of Education will expel the same from school. But any one under such censure, who shall express sorrow to his or her teacher for past error, promise amendment, and who is willing to make acknowledgement as openly and explicitly as the case requires, may, with the approval of the Board, be reinstated in the privileges of the school.

12. No pupil will be permitted to retain his connection with the school, unless he is provided with books and other articles necessary to be used therein.

13. Pupils must complete all the branches in one grade before they will be promoted to a higher grade, unless excused by the Board.

14. Children who will be six years old before the close of the first term, are permitted to enter school at the beginning of the first term. But they must enter within the first month, else this privilege will be denied them.

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### EXAMINATIONS AND PROMOTIONS.

XX. 1. Regular examinations for promotion shall be held once every year under the direction of the Principal, and he may hold or require to be held such other examinations as he may deem necessary.

2. Promotions may be made whenever a pupil gives evidence of fitness for the work of a higher grade.

3. The Principal may require final examinations to be written on uniform paper, suitable for binding.

4. The standard for promotion or graduation shall be not less than 75 per cent. on the general average, with a minimum of 65 per cent. on any one study.

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### DUTIES OF JANITORS.

XXI. 1. The Janitors shall have the entire management and responsibility of the heating of the school buildings, under the direction of the Principal or teacher in charge of the building. They shall make all necessary fires, have the rooms properly heated at least thirty minutes before the time of opening school in the morning, and maintain the required temperature during school hours.

2. They shall sweep clean daily, at the close of school, every school room, hall and stairway, and upon the following morning shall ventilate each room and remove all dust from the tables, desks, seats, chairs, window sills, charts, pictures, banisters, etc., and shall keep walls, ceilings and windows free from cobwebs and dust.

3. They shall, at least twice a year previous to the opening of each term, scrub the floors and the platforms and wash the windows and inside wood-work.

4. They shall keep all outbuildings in good order—the walls free from marks and the floors and seats clean.

5. They shall remove all snow and ice from the steps of the buildings, and also from the sidewalks inside the school yard.

6. It shall be the duty of the Janitors to wind and regulate the clocks, to lock windows and doors properly; to receive coal, cut the grass and remove all rubbish from the grounds, care for the trees, and in general to have charge of the school house and grounds at all hours during school

terms, attending to everything necessary to keep them in a neat, attractive and healthful condition.

7. On stormy and cold winter days, the Janitors shall see that all pupils be admitted to the school house a half-hour before school opens.

8. They shall also perform such other special duties as the Principal or teachers in charge of the building may request, and be under special direction of Committee on Buildings and Grounds.

9. He is specially authorized and instructed to prevent any rude or disorderly conduct in the basement rooms, or on the stairs, or walks adjacent to the building, or any improper behavior, anywhere; to report to the Principal any use of profane language or tobacco, or any other violation of the rules of the school, and to report any damage done to the school building by any person.



## COURSE OF STUDY.

### PRIMARY.

*Objects to be attained* :—1. To recognize at sight, first the written, then the printed forms of words already spoken by the child, and to pronounce them as whole words.

2. To write single words and combine them in easy sentences.

3. To separate them into their elementary sounds, and to combine these sounds into words.

4. To train the child in the proper use of his vocabulary.

*Methods to be used* :—1. Teach by the word and sentence method. Let good spoken language be the guide in reading. Encourage pupils to be natural. Train pupils to see the entire short sentence, and then to speak it.

2. Encourage pupils to talk and to use grammatical sentences concerning familiar things. Tell them short stories and ask them to reproduce the stories orally.

3. Teach the use of capitals at the beginning of the sentence, in proper names, and for the words *I* and *O*.

4. Teach the use of the period and the interrogation mark at the close of sentences.

*Spelling* :—Copying of words and short sentences from the blackboard. Spell monosyllables by sound. No oral spelling by letter.

*Writing* :—Pupils' slates should be ruled on one side, permanently, by the teacher, with base line, head line, and upper loop line. Pupils should be provided with long, well sharpened pencils. Write

1. Pupil's address.
2. Teacher's name.
3. Words and short sentences from the blackboard.

Allow pupils to write no more than is assigned, and require all work to be done neatly.

*Numbers* :—1. Teach numbers involving no result higher than ten. Count by fives to fifty, and by tens to one hundred. Write numbers to fifty.

2. Use objects to teach the idea of the number until it is known to the child. Group splints in twos, threes, fours, and fives, and talk about them to cultivate good language. When the number is known, teach pupils to make the figure neatly.

3. Drill much during the last term on the first twenty-five combinations.

*Drawing* :—Follow the work for the first year as outlined in the state course of study.

*Music* :—Learn songs suited to the children's age.

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## FIRST GRADE.

*Reading* :—Instruction by word, phonic and sentence method, use blackboard and charts continued. New words, made up of sounds already learned, must be given for the pupils to master unaided. New Normal First Reader.

*Language* :—Conversation about objects on form, color, etc. Simple description of objects and pictures and reproductions of reading lessons. Memorizing of maxims, stanzas of poetry, and choice selections suitable for this grade.

*Spelling* :—Written and oral, of all the words from the reading lesson. In oral spelling teach the division of

words into syllables and the pronunciation of syllables.

*Writing* :—Script from blackboard and readers, on slate, using long pencils held same as pen. Special attention to position and movement.

*Numbers* :—Combinations to 20. Fractions to thirds. Signs  $-|$ -,  $-$  and  $=$ . Reading and writing numbers to 100. Roman notation to L.

*Drawing* :—Clay modeling of sphere, cube, cylinder, hemisphere, also natural and other forms. Stick laying, paper folding. Drawing in this grade to consist in representation of edges, angles and faces.

*Music* :—By rote; also easy exercises. Pupils must be taught to sing easy songs—and to sing easy exercises. Attention must be given to the proper opening of the mouth and the suppression of loud singing.

*Elementary Science* :—Classification of the objects of nature, as mineral, vegetable and animal, by the pupil, from observation and examination.

*Physical Training* :—Correct position of body during recitation, study and recreation. Pupils must be trained to hold books, pens, slates and pencils properly.

*Morals* :—Obedience, truthfulness, politeness, punctuality, cleanliness and other virtues taught and practiced.

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## SECOND GRADE.

*Reading* :—New Normal Second Reader. At sight, Cyr's Reader. Meaning of all new words in the reading lesson to be taught. The thought of the reading lesson must be mastered. Teach the simpler diacritical marks. Phonic drills on simple elementary sounds.

*Language* :—Conversational exercises well planned, short descriptions and narrations. Objects and pictures may be used to develop thought. Frequent dictation exercises—special attention given to spelling, use of capital letters and the terminal punctuation—memorizing of poetical gems.

*Spelling* :—Spelling of all words from the reading lesson. Dictation exercises—also oral spelling, each syllable to be pronounced.

*Numbers* :—Combinations to 40. Fractions to ninths. Addition involving carrying, the sum of a column of figures not to exceed 40. In subtraction minuend not to exceed two places, multipliers and divisors not to exceed four. Rapid mental work.

*Writing* :—Copy book No. 1. Much practice on ruled paper to develop movement.

*Drawing* :—Selected by the teacher.

*Music* :—Easy exercises written upon blackboard, and taught pupils. Easy songs suitable to the grade learned by rote. Cultivate purity of tone. Loud singing to be avoided.

*Elementary Science* :—Study of plants.

*Physical Training* :—Continued as in First Grade.

*Morals* :—Instruction concerning duties to parents, teachers, brothers, schoolmates. Practice of orderly habits.

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### THIRD GRADE.

*Reading* :—New Normal Reader—first half—with continued attention to all new words, distinct articulation and correct expression of thought. Phonic drill on ele-

mentary sounds, at sight. Selected supplementary reading.

*Language* :—Conversations on reading lessons, written exercises including description of pictures, plants, and animals; reproduction of short stories, writing of simple letters, simple dictation exercises and memorizing poetical gems. Complete one-half of Tarbell's Lessons in Language.

*Spelling* :—All words from reader, use words in sentences—spell both oral and written; in oral spelling syllables to be pronounced.

*Arithmetic* :—Reading and writing numbers to six places. Roman notation to D. Multiplication to  $12 \times 12$ . Written, with multiplier of two places. Rapid mental work. Making of problems fulfilling conditions indicated. Fractions to ninths. Cook & Cropsey's Elementary Arithmetic to page 161.

*Geography* :—School room, the building, yard, city. Cardinal points. Idea of distance. Location of principal buildings. Geography of county, using map of county—surface, productions, railroads, principal towns. Make the work interesting by careful presentation. Seek to give the pupils vivid ideas, and frequently review what has already been taught.

*Writing* :—Copy book No. 2. Directions same as in preceding grades.

*Drawing* :—Selected by the teacher.

*Music* :—Instruction as in preceding grade.

*Elementary Science* :—Study of plants continued.

*Morals* :—Kindness the basis of right conduct. Protection and care of public property.

## FOURTH GRADE.

*Reading* :—Third Reader completed. Systematic training in the meaning and use of words, correct articulation, pronunciation and expression. Use of dictionary taught. Read at sight, selections made by the teacher.

*Language* :—Conversations and other oral exercises in the use of language, continued as in the preceding grade. Memorizing of selected poetry. Reproductions. Tarbell's Lessons in Language completed.

*Spelling* :—Important words from the reading and other lessons. Modern Speller to page 40.

*Arithmetic* :—Extended practice and rapid work in mental arithmetic to establish habits of accuracy and skill in all the fundamental operations. Pupils must be taught to use fractional numbers. Elementary Arithmetic from pages 161 to 230.

*Geography* :—Lessons from the globe and maps, teaching form and motions of the earth, distribution of land and water, zones, seasons, plants, animals. Barnes' Elementary to page 51. Sketch states and groups of states. Explain all new terms and take special pains to make the study something more than the mere memorizing of words.

*Writing* :—Much practice in movement, special care as to position, pen holding. Use practice paper. Copy books Nos. 2 and 3.

*Drawing* :—Designs given by the teacher.

*Elementary Science* :—Study of animals.

*Physical Training* :—Continued as in preceding grade.

*Morals* :—Formation of right habits in all the work of the

school-room. Care of books and other school property. Neatness and promptness in every exercise.

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### FIFTH GRADE.

*Reading*:—New Normal Fourth Reader—first half. Vocal drill as in previous grades. Mastery of words, a clear grasp of the meaning and a proper expression of the thought. Phonics, Diacritics, and use of dictionary. At sight, selections made by the teacher.

*Grammar*:—Evans' Manual of Grammar to lesson 23.

*Spelling*:—All important words in the reader and other text books of the grade. Modern Speller to page 80.

*Arithmetic*:—Extended practice in oral and written to develop skill and accuracy in addition, multiplication, fractions and analysis of mental problems. Elementary Arithmetic—finish the book from page 230.

*Geography*:—Barnes' Elementary Geography completed. Especial attention to map drawing.

*Writing*:—Copy books Nos. 3 and 4. Practice movement and formation of letters on practice paper.

*Drawing*:—Selected by the teacher.

*Physiology*:—Child's Health Primer. Use as supplementary reader.

*Morals*:—Instruction as in preceding grades; moral truths contained in reading lessons, in selections memorized, and in biographical and other general reading of the pupils.

**SIXTH GRADE.**

*Reading*:—Fourth Reader completed. Training in the correct rendering of thought. Dictionary work, phonics, diacritical marks continued. At sight, Beginner's American History.

*Grammar*:—Exercises in oral and written reproduction of stories, description, and dictation exercises. Evans' Manual of Grammar from lesson 23 to Part II.

*Spelling*:—Attention to spelling of important words in all other studies of the grade. Reed's Word Lessons, Part I.

*Arithmetic*:—Rapid mental work—making problems to illustrate given condition. Careful analysis. Cook & Cropsey's Advanced Arithmetic to page 126.

*Writing*:—Much practice on practice paper—special attention to movement, pen holding, position of body. Copy book No. 4.

*Elementary Science*:—Study of animals.

*Physical Training*:—Continued as in previous grades.

*Morals*:—Instruction as in Fourth and Fifth grades.

*Geography*:—Barnes' Complete Geography, first half.

*Drawing*:—Selected by the teacher.

*Physiology*:—Young People's Physiology.

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**SEVENTH GRADE.**

*Reading*:—New Normal Fifth Reader, first half. Exercises as in other grades. Supplementary reading from other branches in the grade.

*English Grammar* :—Evans' Manual of Grammar from Part II to page 77.

*Spelling* :—All important words of studies belonging to this grade. Reed's Word Lessons, Part II.

*Arithmetic* :—Rapid work in mental arithmetic. Careful analysis of all mental problems. Cook & Cropsey's Advanced Arithmetic from page 126 to 194.

*Geography* :—Barnes' Complete Geography, completed. Map drawing.

*History* :—Montgomery's Leading Facts of American History to Revolutionary War.

*Writing* :—Practice as in preceding grades. Copy book No.4.

*Drawing* :—Selected by the teacher.

*Physiology* :—Brands' Lessons on the Human Body to Part V.

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### EIGHTH GRADE.

*Reading* :—New Normal Fifth Reader completed with systematic review of all requirements in previous grades as to articulation and expression, phonics and diacritics, word analysis and figurative speech.

*English Grammar* :—Evans' Manual of Grammar, completed and reviewed.

*Arithmetic* :—Cook & Cropsey's Advanced Arithmetic, completed.

*History* :—Montgomery's Leading Facts, completed.

*Writing* :—As in preceding grades. Copy book Nos.4 and 4½.

*Spelling* :—Reed's Word Lessons, Part III.

*Physiology* :—Brands' Lessons on the Human Body, completed.

*Drawing* :—Selected by the teacher.

*Algebra* :—Boyden's First Book in Algebra.

## HIGH SCHOOL COURSE.

### FIRST YEAR.

#### FIRST TERM.

Algebra,  
Physiology,  
Latin,  
Composition,  
Two Essays,

#### SECOND TERM.

Algebra,  
Civil Government,  
Latin,  
Rhetoric,  
Two Essays.

### SECOND YEAR.

Algebra,  
Botany,  
Rhetoric,  
Cæsar,  
Latin Composition,  
Three Essays,

Geometry,  
Zoology,  
Literature,  
Cæsar,  
Latin Composition,  
Three Essays.

### THIRD YEAR.

Geometry,  
Cicero,  
General History,  
Literature,  
Four Essays,

Geometry,  
Cicero,  
Book Keeping,  
German,  
Four Essays.

### FOURTH YEAR.

Virgil,  
Physics,  
German,  
Astronomy,  
Four Essays,

Virgil,  
Physics,  
German,  
Review Common Branches,  
Two Essays.

## GENERAL REMARKS AND REQUIREMENTS.

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Literary exercises shall be held in each grade, in which each pupil shall participate at least once a month. Such exercises shall form one-fourth of the language work of the pupils, and shall be so estimated in determining the pupils' standing. All work intended for such exercises must be submitted to the teacher for approval before the day of delivery.

Regular written examinations occur only at the close of each four months' term. Teachers desiring to hold such examinations at other times shall do so only on permission of the Principal. In place of such examinations, however, each teacher at his or her discretion, may hold written reviews, to extend no longer than the usual recitation period. All such written work shall be given without previous notice, and will be estimated as ordinary recitation work in determining the pupil's standing.

The standing of pupils is determined by daily recitations, written reviews, and final examinations at the close of the term. Final examinations shall be estimated as one-fifth of the pupil's work in all grades below the High School, in which such examinations shall be estimated as one-fourth of the pupil's work.

Promotions are made regularly at the close of the school year, and at other times when the ability of a pupil admits of higher work. It is required that pupils make a standing of seven in all studies of a grade before receiving promotion to the next higher, except in High School classes, where seven and one-half shall be the basis for entrance and promotion.

Pupils who satisfactorily complete the course of study in the High School receive a diploma from the Board of Education.

## HIGH SCHOOL GRADUATES.

### CLASS OF 1883.

P. M. Silloway, Elmer E. Hagler,  
F. B. Long, Charles C. Terry,  
Luella Wilcox, (*St. Clair.*)

### CLASS OF 1884.

Mary K. Simons, (*Arrigoni*) Eva Shanklin, (*Newport,*)  
Emma E. Hord, Kent R. Dunlap, (*Hagler,*)  
Mollie Chedister, (*Clemmons,*)

### CLASS OF 1886.

Ada Fyffe, Sallie M. Chedister,  
Fannie E. Babbitt, Clarissa D. Chandler,  
Tolman T. Gelder, Rachael M. Plowman,  
A. Willard Bartlett, Mary Loud, (*Lloyd,*)  
Nell Beaty, (*Ellsworth.*) Will J. Ward,  
Edgar L. Buckles, Ella E. Cox, (*Arnett,*)  
Lauretta Spaulding, (*Hall,*)

### CLASS OF 1887.

T. Jay Simons, C. Howard Spaulding,  
Anna Byers, (*Allen.*) Will A. Shriver, Jr.,  
Lila M. Beatty, (*Parks,*) Charles V. Furry, *deceased,*  
M. Maude Valentine, (*Chamberlin,*)

### CLASS OF 1888.

Ida Loud, Lillie Crane, (*Sage,*) *deceased,*  
Clara Sanders, Harry Spaulding, *deceased,*

### CLASS OF 1889.

Jennie Tunnell, Lizzie Cowen,  
Carrie Silloway, Minnie Wilkins, (*Frisbie,*)  
Mattie Sage, Anson Poley,

### CLASS OF 1890.

Sara Wyckoff, Anna Furry,  
Thomas Turner, Nellie Thompson,  
Frank Cogswell, Wilberta Blee,  
Nannie Barry, Mildred Wright, (*Cogswell.*)

**CLASS OF 1891.**

Thomas Browning,	Mamie Cunningham,
Ida Sanders,	Ella Cowdrey,
	Mary Witt.

**CLASS OF 1892.**

Minnie Whittler,	Edgar Spaulding,
Ora Cowdrey,	Earl Vancil,
Nellie McCarthy,	Kate Schroeder, ( <i>Alderson</i> ),
Anna Wyatt,	John Colwell,
Laura Morrell,	Georgia Sims.

**CLASS OF 1893.**

Mary Turner,	Emma Everts,
Harvey Dugger,	Bessie Post, <i>deceased</i> ,
Ada Richards, ( <i>Fields</i> )	Grace Post,
William Kent,	Nora Taylor,
Birdie Wright,	Nellie Cunningham,
Leona Allen,	Leola Vancil.

**CLASS OF 1894.**

Edna Shanklin,	Mary Schroeder,
Irene Witt,	Fred Dyer, <i>colored</i> ,
Dewey Campbell,	Effie Ball,
Maggie Plowman,	Maude Campbell,
Joy Woodman,	Virgie Long,
Edith Shriver,	Minnie Warwick.

**CLASS OF 1895.**

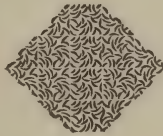
Grace Morrison,	Lizzie Walters,
Minnie Ross,	Kate Whalen,
Grace Sanders,	Nellie Dupy,
Huldah Schuhardt,	Edna Chandler,
Florence Terry,	Estell Shriver,
Mary Anderson,	Henrietta Virden.

## LIST OF TEXT BOOKS.

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Raub's New Normal Readers,  
Cook & Cropsey's Arithmetics,  
Tarbell's Language Lessons,  
Evans' Manual of Grammar,  
Reed's Word Lessons,  
Barnes' Geographies,  
Normal Review System Copy Books,  
Physiology—Brands' Human Body,  
    "    —Brands' Academic,  
    "    —Child's Health Primer,  
    "    —Young People's Physiology,  
Montgomery's Beginner's History,  
Montgomery's Leading Facts,  
Wentworth's Elements of Algebra,  
Wentworth's Elements of Geometry,  
Boyden's First Book in Algebra,  
Chittenden's Elements of English Composition,  
Gray's School and Field Botany,  
Collar & Daniell's Beginner's Latin, rev.,  
Allen & Greenough's Latin Grammar, rev.,  
Allen & Greenough's New Cæsar,  
Houston's Physical Geography,  
Avery's New Physics,  
Packard's Zoology,  
Kellogg's Rhetoric,  
Steele's New Astronomy,  
Myer's General History,  
Masterpieces of American Literature,  
Thorpe & Milligan's Government of U. S. and Illinois,

Johnston's Cicero,  
Bryant & Stratton's Book Keeping,  
Collar's Shorter Eysenbach,  
Harper & Miller's Virgil,  
Daniell's Latin Prose Composition,  
Colton's Practical Zoology.



## PUBLISHERS OF TEXT BOOKS.

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<i>Grammar</i> —	Western Normal Publishing Co.,	Bushnell, Ill.		
<i>Spellers</i> —	Maynard, Merrill & Co.,	New York.		
<i>Copy Books</i> —	Silver, Burdett & Co.,	Chicago.		
<i>Arithmetics</i> —	“	“		
<i>Algebra</i> —(Boyden)	“	“		
<i>Composition</i> —	S. C. Griggs & Co.,	“		
<i>Physiology</i> —	Leach, Shewell & Sanborn,	“		
<i>History</i> —	Ginn & Co.,	“		
<i>Algebra</i> —(Wentworth),	Ginn & Co.,	“		
<i>Geometry</i> —	“	“		
<i>Latin</i> —	“	“		
<i>Latin Grammar</i> —	“	“		
<i>General History</i> —	“	“		
<i>German</i> —	“	“		
<i>Language</i> —	“	“		
<i>Readers</i> —	The Werner Co.,	“		
<i>Geographies</i> —	American Book Company,	Cincinnati.		
<i>Botany</i> —	“	“	“	“
<i>Astronomy</i> —	“	“	“	“
<i>Book Keeping</i> —	“	“	“	“
<i>Virgil</i> —	“	“	“	“
<i>Physiology</i> —	“	“	“	“
<i>Latin Composition</i> —	“	“	“	“
<i>Physical Geography</i> —	Eldredge & Brother,	Philadelphia.		
<i>Civil Government</i> —	“	“	“	“
<i>Physics</i> —	Sheldon & Co.,	Chicago.		
<i>Literature</i> —	Houghton, Mifflin & Co.,	Chicago.		
<i>Cicero</i> —	Albert, Scott & Co.,	“		
<i>Practical Zoology</i> —	D. C. Heath & Co.,	“		
<i>Rhetoric</i> —	Maynard, Merrill & Co.,	New York.		
<i>Zoology</i> —	Holt & Co.,	“		

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" Sanders-----

" Allen,-----

Mr. McKinney,-----Princ

Fifth Gr

Miss Plowman,-----

" Wyatt,-----

" Fletcher,-----

" Morrison,-----

" Blee,-----

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Miss A.Maria Lloyd-----Assistant,

Instructor in Latin, Literature and Grammar.

-----O-----

Miss Silloway,-----Eighth Grade,

" Sanders-----Seventh "

" Allen,-----Sixth "

Mrs. McKinney,-----Principal and teacher in the

Fifth Grade,

Miss Plowman,-----Fourth Grade,

" Wyatt,-----Third Grade,

" Fletcher,-----Second " ,

" Morrison,-----First " ,

" Blee,-----Primary.

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